

20 OCT 1982

MEMORANDUM FOR: Director of Logistics

FROM:

[REDACTED]  
Chief, Logistics Services Division, OL

SUBJECT: Agency Long-Range Planning,  
Phase IV -- Support Capabilities

REFERENCE: DDA memo to Office Directors, dtd  
17 September 1982, same subj (DDA  
Registry #82-22 66)

1. Referent memorandum addresses three areas of logistics support which would impact on the Logistics Services Division (LSD) in the years 1982-1992, viz, "Space for An Expanding Agency", "Independence from GSA", and "Improve Logistics Services to Headquarters/CONUS Components." The following are applicable to these three areas.

2. Concepts on Space for An Expanding Agency

A. Headquarters Compound Concept

1. Build new addition on the Headquarters compound as planned and accommodate new growth by one or more of the following:
  - Continue to lease selected external buildings.
  - Build, buy, or lease in the Washington Metropolitan Area large enough space to house remaining external elements plus all new growth, gradually phasing in existing components with new growth.
  - Expand [REDACTED] operation and relocate OL and part of OF to new office space there. Use existing OL & OF space for new growth.

OL 2 4819

SUBJECT: Agency Long-Range Planning,  
Phase IV -- Support Capabilities

- Relocate [ ] to new location and adapt their facilities for Agency use.
- Place temporary structures (inflatable buildings or modulars) on the Headquarters Compound and use until one or more of the above can be accomplished.
- Build new facility within 50<sup>+</sup> miles of Headquarters which can accommodate all elements in the Washington Metropolitan Area not slated to move into new additions. This would include all Depot operations also.

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B. Two Compound Concept

- Do not build new addition on compound. Instead, build temporary structures to house new growth only and develop new compound on large tract of land within 100 miles of Headquarters. All DS&T and DA components would be housed in this facility and Headquarters would be retained for DCI, DDI, and DO functions only.

C. Satellite Concept

1. Relocate selected offices to other areas within the region. For example:
  - OC to [ ]- except Signal Center which would remain at Headquarters.
  - OL to [ ] area.
  - OTE to [ ]
  - OS to [ ] (except Poly & SDO).
  - ODP to [ ]

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SUBJECT: Agency Long-Range Planning,  
Phase IV -- Support Capabilities

2. Relocate directorates throughout Region and keep DCI and support elements on Headquarters compound. Also could set up by regional organizations, e.g., all EUR co-located.
3. Explore work-at-home concept via terminals for selected occupations.

In addition to the concepts stated above, the following should be considered:

- Excavation of basement in P&PD building for offices or storage.
- P&PD building was originally constructed with capability to expand via two additional floors. The two floors could best be used by editors, cartographers, publishers, or for housing computers and peripheral equipment.
- Proximity of Headquarters to the Potomac River should be weighed for future relocations and possibilities of water transportation if moves were made to Rosslyn, Crystal City, Georgetown, and MacArthur Boulevard areas.
- Reconfiguration of parking areas in Headquarters compound area to align with trend toward smaller automobiles.
- Application of new GSA guidelines on square footage for workstations.

D. Independence from GSA

- Inasmuch as security is such a weighty factor in awarding contracts to vendors for operation and maintenance of Agency facilities, the Agency should seize the initiative from GSA for granting these awards to contractors by requesting authority to seek its own operation and maintenance proposals.

SUBJECT: Agency Long-Range Planning  
Phase IV -- Support Capabilities

E. Improve Logistics Services Support to Headquarters/  
CONUS Components

1. Control and custodial and maintenance and operations work force.
2. Identify and clear contractors in the professional skills required, i.e., architects and engineers.
3. Automate as much as possible those labor intensive activities, i.e., architectural design and layout functions, receiving and re-supply and mail sorting and distribution activity.



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